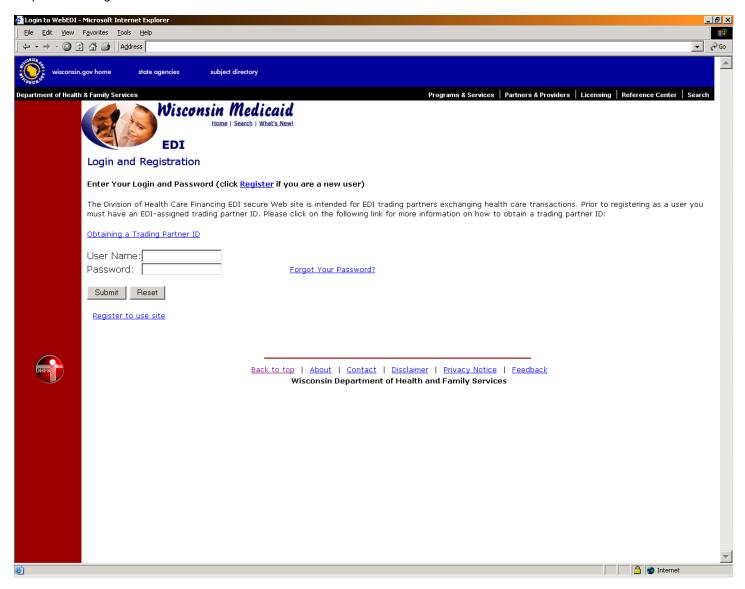
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TRADING PARTNER TESTING VERIFICATION FORM COMPLETION INSTRUCTIONS EDI USER REGISTRATION

In addition to completing a trading partner profile form and obtaining a trading partner identification number, the DHCF requires trading partners to establish at least one secure logon identity and corresponding password for an authorized to exchange electronic transactions. Trading partners are not limited on the number of logon identities that can be obtained. Following are the instructions for EDI user registration.

Step 1 – Logon to the EDI web site at www.wisconsinedi.org.

Step 2 - Click Register to use site

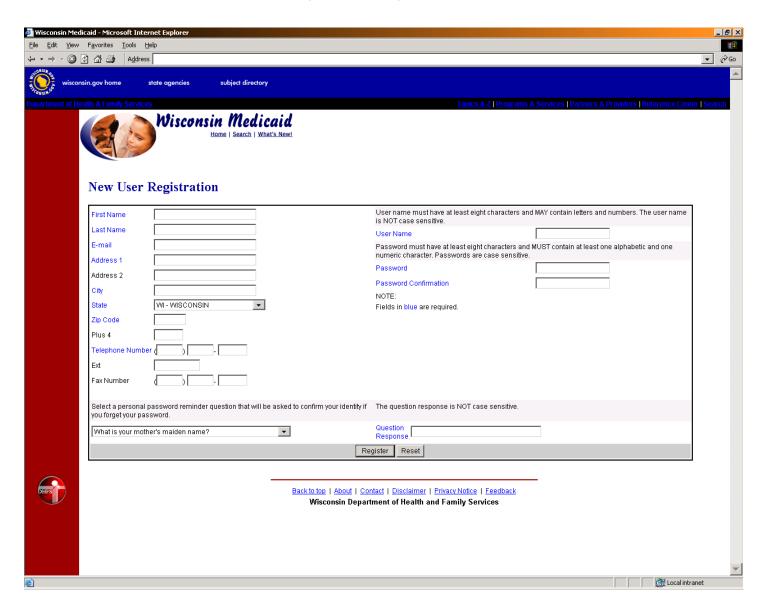


TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS ATTACHMENT II

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Step 3 - Enter required fields and click Update.

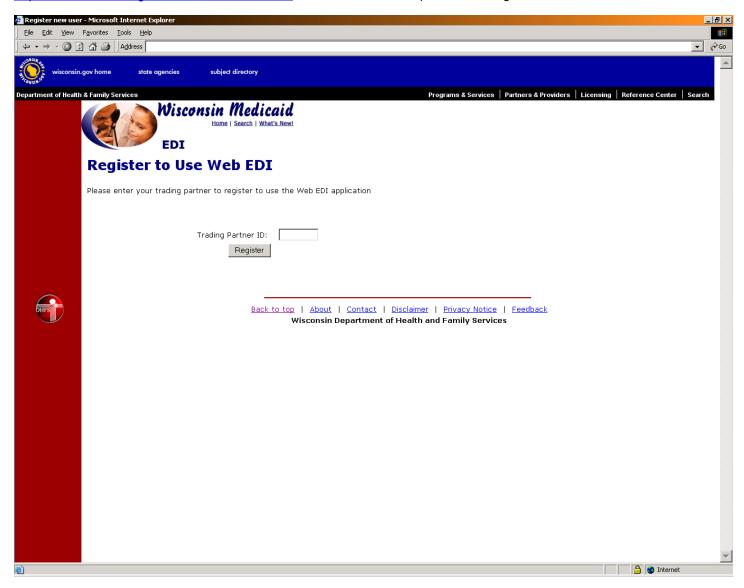
User Name must contain at least 8 characters.
Password must contain at least 8 characters, including one numeric digit.



TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS ATTACHMENT II

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Step 4 – Enter your assigned Trading Partner ID and click Register. If you have yet to obtain one, please visit http://dhfs.wisconsin.gov/medicaid9/edi/edi/htm and download and complete the Trading Partner Profile.



TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS ATTACHMENT II

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Trading partners will receive the following screen after a successful registration. Users may modify their profile by clicking on the profile tab

Please refer to Attachment III of the Trading Partner Verification Completion Instructions for information on exchanging electronic transactions.

